

JOB OPPORTUNITY ANNOUNCEMENT

AMERICAN CONSULATE GENERAL, FRANKFURT/MAIN

SUBJECT:
VACANCY ANNOUNCEMENT NO. 39-06

DATE:
May 03, 2006

POSITION TITLE : Procurement Assistant
LOCATION : American Consulate General Frankfurt, Regional Procurement Support Office
OPEN TO : All Interested Candidates
SALARY : Ordinarily Resident: EURO 45,390 p.a. (starting salary) *
Position Grade: FSN-09

Not Ordinarily Resident: US\$ 39,448 p.a. (starting salary) **
Position Grade: FP-05 (steps 1-4)
Actual grade to be determined by Washington **

(*) Full Performance Level: Position is integrated into a career-ladder concept. The FSN-09 and FP-05 are the full performance grades. Qualified candidates who do not meet all requirements will be considered for hiring at grades FSN-6, 7, and 8, respectively FP-8, 7 and 6.

SCHEDULE : Full-time, 40 hrs./week
OPENING DATE : May 03, 2006
CLOSING DATE : May 16, 2006 (close of business)
SECURITY REQUIREMENT : Selected candidate will be required to undergo both a medical and security clearance prior to employment.

NOTE:

Non-German/Non-EU and American citizens, who are not/not Appointment Eligible Family Members, Eligible Family Members or U.S. citizen Members of Household (MOHs) officially recognized by the MFA, must possess a valid German residence and work permit in compliance with host government laws and regulations prior to application. **Copies of the permits must be sent with the application. The Consulate cannot sponsor applicants for either permit, except for U.S. citizen MOHs.** Local Hire Staff (LES) having served less than 12 months in their current position are not eligible to apply. Currently employed AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

All applicants are instructed to address all required qualifications detailed below with specific examples and comprehensive supporting information. Only applications which address the required qualifications are to be considered eligible. Applicants **must** submit a complete application through regular mail for each position s/he is applying for. No fax application can be accepted.

Application Procedure: Interested candidates must submit either an "Application for U.S. Federal Employment" (DS-1950 or OF-612, or a current resume or curriculum vitae that provides the same information as on DS-1950 or OF-612. Both, "Application for U.S. Federal Employment" or the resume must include a letter of introduction and documentation (e.g. essays, certificates, awards, copies of degrees earned) that address the requirements of the position listed above. **Application language is English.** Certificates, awards or degrees in English/German do not need to be translated.

An Ordinarily Resident (OR) hired under the Local Compensation Plan (LCP) will be entitled to the following benefits:

7% Christmas Bonus calculated of the annual basic salary
5% Vacation Bonus calculated of the annual basic salary
Employees entering the USG service under the age of 45 will be enrolled in the Retirement Benefit Plan
Payment of Meal Allowance
Payment of Wedding and Birth Benefits
30 days annual leave for employees over the age of 30
German and American Holidays paid off

BASIC FUNCTION OF POSITION: (A copy of the complete position description listing all duties and responsibilities is available in the HR Office)

The incumbent serves as a Procurement Specialist in the Regional Procurement Support Office in Frankfurt. This position supports all agencies at post plus in excess of 180 other posts worldwide. He/she is responsible for initiating very complex acquisitions, e.g. high dollar construction and architectural-engineering services, medical supplies and equipment to satisfy urgent life threatening needs, transportation of airfreight, etc., and selects contractors who are of the best value to the US Government. Conducts advance procurement planning. Performs cost and price analysis of cost proposals, bids and other offers; pre-award surveys to determine ability of contractor to perform and prepares final contract.

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QUALIFICATIONS REQUIRED:

- **EDUCATION:** Documented completion of two years of post secondary school education with coursework in at least one of the following fields: business management, accounting, public administration, or law; or successful completion of an apprenticeship (at least two year duration) in one of the following fields: business management, acquisitions, accounting, public administration or law is required.
- **EXPERIENCE:** Three years of progressively responsible work in the area of acquisition or supplies and services.
- **LANGUAGE:** Level IV (fluent) in English and Level III (good working knowledge) in German (speak/write and read) are required. (Language ability may be tested during the interview process)
- **KNOWLEDGE, SKILLS, ABILITIES:**
 - Knowledge of common office procedures and acquisition processes is required.
 - Knowledge of local and foreign general business practices and procedures and market conditions including commercial market sources as well as a thorough knowledge of all acquisition methods, the Prompt Payment Act, and other budgetary regulations relating to acquisitions and payments is required.
 - Sound grasp of basic mathematical processes, and basic business writing skills, basis computer skills including word processing, spreadsheets, Internet tools are required. (May be tested during the interview process)
 - Successful completion of the following training course, or RPSO approved equivalent are mandatory to reach the full performance level: Basics of Contracting, Principals of Contract Pricing, Construction Contracting, Architect-Engineering (A&E), CON 202 – Intermediate Contracting, CON 210 – Government Contract Law, Contracting Pricing-Negotiations, and OPE Purchase Card Training.

Selection Criteria: When equally qualified, Appointment Eligible Family Members (AEFM's) and U.S. Veterans will be given first preference. Therefore, it is essential that candidates address the required qualifications in their application. Proof of U.S. veteran's preference (copy of Form DD-214) must be submitted with the application. The Consulate will consider issues such as conflict of interest, nepotism, budget, residency status and whether applicant has work permit, in determining successful candidacy.

If you would like your application materials returned, a self-addressed pre-stamped envelope must be submitted with your application. The Consulate will not refund any travel expenses incurred by the interviewee.

Submit Applications To:

American Consulate General
Human Resources Office
LE-Staff Recruitment
Gießener Straße 30
60435 Frankfurt am Main

<http://frankfurt.usconsulate.de>

Definitions:

1. **Appointment Eligible Family Members (AEFMs):** is an Eligible Family Member (EFM) who is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets **all** of the following criteria:
 - U.S. citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. government agency that is under Chief of Mission authority;
 - Is resident at the sponsoring employee's or uniform service members' post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad;
 - And does **NOT** receive a U.S. government annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. **Eligible Family Members (EFMs):** Family Members at least age 18 and listed **on the travel orders** of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. government agency that is under Chief of Mission authority but who do not meet the definition of AEFM above.
3. **Member of Household (MOH):** A MOH is a person who 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Will resides at post with the sponsoring employee. This category may include: unmarried partners of the same and/or opposite sex, parents, and other relatives or adult children (21 and over) who fall outside the Department's current legal and statutory definition of EFM (6 FAM 111.3).
4. **Ordinarily Resident (OR):** A citizen of the host country (Germany) or a citizen of another country (U.S. citizen, EU national, etc.) who has shifted their main residency focus to the host country and has the required work and/or residency permit for employment in country. *OR applicants must be residing in country to be eligible for consideration.*
5. **Not-Ordinarily Resident (NOR):** A non-host country citizen (U.S. citizen or foreign national) who, although temporarily legally resident in the host country, is not permanently resident. AEFMs, EFMs and MOHs of FS, GS, and Military Personnel officially assigned to post are generally the only individuals who are NOR and are eligible to work under host country law. *AEFMs/EFMs need not be in country in order to be considered for employment.*

CLOSING DATE FOR THIS POSITION: May 16, 2006

The US Mission in Germany provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted: MGT/HR: FBachmann

Cleared: MGT/HR: CAschowitz
RPSO: CPSager

Approved: MGT: BCBryson

Distribution: All Local Personnel, American Embassy Berlin, AmConGen Düsseldorf, Hamburg, Leipzig, München

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